



RDS Substitutes



RDS Substitutes

- Beginning July 1st, 2013
 - Charges for RDS Reports
 - Users will be charged for each page printed or downloaded.

FAQ Questions & Answers #1

- I understand that beginning in FY2014 SABHRS Financials monthly reports will no longer be distributed to RDS/DocDirect.
How will I get the same reports I get now?

FAQ Questions & **Answers #1**

- Answer- To get your reports, you will need to log into SABHRS Financials and run the reports yourself **OR** have someone from your agency run them and have them distributed to you.

FAQ Questions & Answers #2

- I do not have access to run reports in SABHRS Financials. **How do I get access to run reports in SABHRS?**

FAQ Questions & **Answers #2**

- Answer- To get your reports, you will need to log into SABHRS Financials and run the reports yourself **OR** have someone from your agency run them and have them distributed to you.

FAQ Questions & Answers #3

- I am not a SABHRS Financials user. How can I **get reports distributed to me?**

FAQ Questions & **Answers** #3

- Answer- If you are not a SABHRS Financials user, reports cannot be automatically distributed to you by the SABHRS Financials system. In order to receive reports, you will need to get set up as a user in SABHRS Financials by requesting access through your agency security officer. The only other alternative is to have someone from your agency run the report for you and manually distribute it to you (e.g., Email).

FAQ **Questions** & Answers #4

- I do not know how to run reports in SABHRS Financials. **How can I learn how to run a report in SABHRS?**

FAQ Questions & **Answers** #4

- There are a number of training resources available and these resources can be found by navigating to MINE > SABHRS Documentation > Financials and then navigating to the Reporting or Training Videos section.
- Under “Reporting”:
- Under “Training Videos”:



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[Benefits](#)
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[Services](#)
[IT](#)

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This awards program is a chance to publicly recognize outstanding state employees for the vital services they provide to all Montanans.

[FREE copy of MONTANA THE MAGAZINE OF WESTERN HISTORY](#)

Stop by the Montana Historical Society for the FREE copy of MONTANA THE MAGAZINE OF WESTERN HISTORY.

[Texting Is Not a Choice - For 9-1-1 Use Your Voice](#)

In an emergency, persons reporting an incident must dial 9-1-1 rather than text or instant messaging or e-mails. Traditional 9-1-1 technology cannot transmit texts to 9-1-1 centers. Updated with information for the deaf and hard of hearing community.

[Cyber Security Daily Tips and News](#)

The Multi-State Information Sharing and Analysis Center (MS-ISAC) is a collaboration of U.S. state and local governments that aims to boost cyber threat prevention and protection.

[E9-1-1 and Emergency Notification Information](#)

Enhancements to the state's telephone network allows emergency response agencies to notify residential and business (state) users of an emergency situation.

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Search name, phone, or email

Select Agency

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MT Statewide Library Resources

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Dictionary Search

Lookup a word

Select a Site



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- Home
- Programs
- Personnel
- Benefits
- Training
- Services
- IT

[Home](#) » [Documentation](#) » SABHRS

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Username:

Password:

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SABHRS Documentation

- Financials**
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- [MBARS](#)
- [Security](#)

SABHRS Help Desk Contacts

The Help Desks are generally available Monday through Friday 8:00 am to 5:00 pm.

Having problems logging-in to SABHRS? Contact your agency security officer or agency HR department.

Having problems with time entry and/or approval? Contact your agency HR department.

All other issues - contact the appropriate help desk listed below:

- HR: 444-2962 or email payroll@mt.gov
- MBARS: 444-5795
- Financials: 444-4681 or email saccounting@mt.gov
 - Journals: 444-4681
 - Vouchers: 444-3092
 - Deposits/AR: 444-4681
 - Asset Mgmt: 444-4681
 - Purchase Orders/ProCard: 444-4681
 - Security: Contact your agency security officer

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MONTANA INFORMATION NETWORK FOR EMPLOYEES

- Home
- Programs
- Personnel
- Benefits
- Training
- Services
- IT

[Home](#) » [Documentation](#) » [SABHRS](#) » Financials

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Username:

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- [Fiscal Year End](#)
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- [Interface Record Definitions](#)
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- [Records Retention and Archive Strategy](#)
- [Reporting](#)
- [Training Manuals](#)
- [Training Videos](#)
- [Webinars](#)
- [User Guides](#)
 - [Accounts Payable](#)
 - [Accounts Receivable](#)
 - [Asset Management](#)
 - [Billing](#)
 - [General Ledger](#)
 - [Miscellaneous](#)
 - [Navigation](#)
 - [Purchasing](#)
 - [Archive](#)

Transparency - Montana Checkbook

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- [Montana Checkbook Webinar](#)
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Consolidated Vendor File Information

- [CVF Implementation Plan](#)
- [CVF User Information](#)

Financials News

- [2013-05-08 - ProCard Transparency Info](#)

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Reporting

- DocuAnalyzer Models
 - [FIN GLS3000 open item-ver 89 detail.mod](#)
 - [FIN GLS3000 open item-ver 89 totals.mod](#)
 - [FIN MTAPVP Vendor Lookup](#)
 - [FIN GLS3000 open item-ver 8 rev detail da6](#)
 - [FIN GLS3000 open item-ver 8 rev total da6](#)
 - [FIN GLS3000 open item-ver 8 rev total da6 a](#)
 - [FIN GLS7008 trial bal-fund from PS for FYE da6](#)
 - [FIN GLS7008 trial bal-fund from PeopleSoft da6](#)
 - [FIN GLS7012 trial bal ver 8 from DocDirect da60](#)
 - [FIN GLS7012 trial bal ver 8 from RDS for FYE da60](#)
 - [FIN MTF11402 Daily GL Balances da6](#)
 - [FIN MTGL0106 Org Detail Part A da6](#)
 - [FIN MTGL0106 Org Detail Part B da6](#)
 - [FIN MTGL0106 Org Detail Part C da6](#)
 - [FIN MTGL0106 Org Detail part E Standard Budgets da6](#)
 - [FIN MTGL0109 Receipt Summary da6](#)
 - [FIN MTGL111 Org Detail Part D Standard Budgets da6](#)
- [FIN Report Output Options](#)
- [Financial Reports Listing](#)
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- [Reporting Manual](#)
- [Reports Affected by RDS Change](#) **NEW**
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- [SABHRS Data Mine Report Listing](#)
- [SABHRS Data Mine User Guide](#)
- [SABHRS Data Mine Download to Excel Help](#)
- [SABHRS Financials RDS/DocDirect Monthly Report Changes FAQ Doc](#) **NEW**
- [Using DocDirect for the Internet](#)
- [Using nVision in Financials](#)
- [Using Excel 2007 with SABHRS Financials](#)

Training Videos

Users new to the Financials system should view the Introduction/Navigation video prior to viewing other training videos.

When viewing the training videos, press Ctrl+0 (zero) to ensure the video fits within your browser window.

Some of the larger videos may take a minute to load.

Additional information not included in these videos can be found in Training Manuals and User Guides included on this website.

- [Introduction/Navigation](#)
- [8.51 Tools Upgrade](#)
- Accounts Payable
 - [Approve a Voucher](#)
 - [Close a Voucher](#)
 - [Delete a Voucher](#)
 - [Enter a Multi Vendor Voucher](#)
 - [Enter a Regular Voucher](#)
 - [Enter a Template Voucher](#)
 - [Enter a Withholding Adjustment](#)
 - [Payment Inquiry](#)
- Accounts Receivable
 - [Enter a Customer](#)
 - [Enter a Direct Journal Deposit](#)
 - [Enter a Regular Deposit](#)
 - [Enter Pending Items](#)
 - [Maintenance Worksheet](#)
 - [Review Payments](#)
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 - [Adjust Asset Cost](#)
 - [Copy an Asset](#)
 - [Enter a Leased Asset](#)
 - [Enter a Split Funded Asset](#)
 - [Enter an Owned Asset](#)
 - [Maintain Asset Basic Information](#)
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 - [Transfer an Asset](#)
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 - [Chartfield Maintenance](#)
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 - [Enter a Budget Journal](#)
 - [Enter a Regular Journal](#)
 - [Enter a Standard Budget Journal](#)
 - [Enter an IU Journal](#)
 - [Inquire on Journals](#)
 - [Inquire on Ledgers](#)
 - [Open Item Maintenance](#)
 - [Spreadsheet Journal Import](#)

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 - [Payment Inquiry](#)
- Accounts Receivable
 - [Enter a Customer](#)
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 - [Maintenance Worksheet](#)
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 - [Enter a Regular Journal](#)
 - [Enter a Standard Budget Journal](#)
 - [Enter an IU Journal](#)
 - [Inquire on Journals](#)
 - [Inquire on Ledgers](#)
 - [Open Item Maintenance](#)
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 - [View Controlled Budgets](#)
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 - [Data Mine and Manager Reporting Tool](#)
 - [Run a Query](#)
 - [Run a Report](#)

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- [Contracts](#)
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- [Interface Reporting](#) **NEW**
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- [SABHRS Financials RDS/DocDirect Monthly Report Changes](#) **NEW**
- [Spreadsheet Journal Import](#)

FAQ **Questions** & Answers #5

- How do I run the Organization (Org) Detail Report
(MTGL0106/106b) in SABHRS
to replicate the report I view
in RDS/DocDirect?

FAQ Questions & **Answers** #5

- In SABHRS navigate to General Ledger > General Reports > MT Org/Project Reports > MT Org Detail Report and make your run control look like the following

Run Control?

- A run control can be anything but you want it to resemble the reports you are running. A run control will save the parameters of the report.

Option 1: To display data for your entire agency:

Mt Org Detail Report

Run Control ID: org_det [Report Manager](#) [Process Monitor](#)

Enter your agency Business Unit and the applicable Fiscal Year and Accounting Period

*Business Unit: *Fiscal Year: *Period: Program Code:

To report ALL values for the agency, leave the first row below blank

Select Org(s)

☒ Value ☐ Range 

← **Leave blank to return data for your entire agency**

Option 2: To display data for a single org or a range of orgs:

Mt Org Detail Report


Run Control ID: org_det [Report Manager](#) [Process Monitor](#)


Enter your agency Business Unit and the applicable Fiscal Year and Accounting Period

*Business Unit: *Fiscal Year: *Period: Program Code:

To report ALL values for the agency, leave the first row below blank

Select Org(s)

☒ Value ☐ Range  To run for a single org

☐ Value ☒ Range  To run for a range of orgs

FAQ Questions & Answers #6

- How do I run the Organization (Org) Summary Report (MTGL01111) in SABHRS to replicate the report I view in RDS/DocDirect?

FAQ Questions & **Answers** #6

- In SABHRS navigate to General Ledger > General Reports > MT Org/Project Reports > MT Org Summary Report and make your run control look like the following:

Option 1: To display data for your entire agency (data will be displayed at the tree node level):

MIT Org Summary Report

Run Control ID: org_sum [Report Manager](#) [Process Monitor](#)


Select Report Type
☒ Org ☐ Tree

Enter your agency Business Unit and the applicable Fiscal Year and Accounting Period

*Business Unit: *Fiscal Year: *Period: Program Code:

To report ALL values for the agency, leave the first row below blank [Find](#) | [View All](#) | [First](#)

Select Org(s)

☒ Value ☐ Range  ← Leave blank to return data for your entire agency

The report will display the data at the tree node level

Option 2: To display data for a single org or a range of orgs at the tree node level:

Mt Org Summary Report

Run Control ID: org_sum [Report Manager](#) [Process Monitor](#)


Select Report Type
☒ Org ☐ Tree


Enter your agency Business Unit and the applicable Fiscal Year and Accounting Period

*Business Unit: 61010 *Fiscal Year: 2013 *Period: 6 Program Code:

To report ALL values for the agency, leave the first row below blank [Find](#) | [View All](#) | [First](#)

Select Org(s)

☒ Value ☐ Range 100  To run for a single org

☐ Value ☒ Range 377000 377800  To run for a range of orgs

The report will display the data associated with the selected orgs at the tree node level

Option 3: To run the report based on Tree Names and Tree Nodes:

Mt Org Summary Report

Run Control ID: org_sum [Report Manager](#) [Process Monitor](#) [Run](#)

Select Report Type
☐ Org ☒ Tree Select Tree Report Type

Enter your agency Business Unit and the applicable Fiscal Year and Accounting Period

*Business Unit: 61010 *Fiscal Year: 2013 *Period: 2 Program Code: Tree Name: RPT_CENTER_01 Enter, or select from the lookup, the Reporting Tree you wish to use

To report ALL values for the agency, leave the first row below blank End | View All | First | 1-3 of 3 | Last

Select Tree Node(s)

Node:		Leave blank to return data for your entire agency	<input type="button" value="+"/> <input type="button" value="-"/>
Node:	SABHRS BUREAU	To run for a single or multiple tree nodes enter or select tree nodes	<input type="button" value="+"/> <input type="button" value="-"/>
Node:	WARRANT WRITER		<input type="button" value="+"/> <input type="button" value="-"/>

The report will display the data associated with the selected tree nodes

FAQ **Questions** & Answers #7

- How do I run the **Project Detail Report** (MTGL0106/106b) in SABHRS to replicate the report I view in RDS/DocDirect?

FAQ Questions & **Answers** #7

- To run the Project Detail Report in SABHRS follow the instructions listed under number 5 above but substitute Project IDs for Orgs.

FAQ **Questions** & Answers #8

How do I run the **Project Summary Report** in SABHRS to replicate the report I view in RDS/DocDirect?

FAQ Questions & **Answers** #8

- To run the Project Summary Report in SABHRS follow the instructions listed under number 6 above but substitute Project IDs and project reporting trees for orgs and org reporting trees.

FAQ **Questions** & Answers #9

- How are the Org and Project **Summary Reports different** from the Org and Project **Detail Reports**?

FAQ Questions & **Answers** #9

- The summary reports use reporting trees to report grouped data. A tree is a way to organize or group your orgs and projects for reporting purposes. These trees are usually maintained by the centralized services staff in your agency.

FAQ **Questions** & Answers #10

- I am used to navigating to General Ledger > General Reports > Adhoc Org/Proj to run the AdHoc Org/Project Detail and Summary reports. Why is this changing?

FAQ Questions & **Answers** #10

- The old path is going away and is being replaced with a new path General Ledger > General Reports > MT Org/Project Reports because numerous enhancements were made to running these reports.

FAQ Questions & **Answers** #10

- Some of the enhancements include:
 - To return data for your entire agency, leave the first input parameter box blank.
 - Provided look-ups for org and project values.
 - Enlarged the org and project input parameter boxes so that they are large enough to display the entire org or project value.
 - Added the ability to enter an unlimited number of org/project values or ranges (the previous limit was 6).
 - Added the ability to run the summary reports for selected trees and tree nodes.
 - **There also won't be mid-month reports this year in July.**

FAQ **Questions** & Answers #11

- Will I still be able to use **My Favorites** to run the Org/Proj Reports?

FAQ Questions & **Answers** #11

- Existing favorites will not work to run the enhanced Org/Project Detail and Summary reports. You will need to create a new favorite (s) using the new path.

FAQ Questions & Answers #12

- How do I run the **Trial Balance Report** (gls7012) in SABHRS to replicate the report I view in RDS/DocDirect?

In SABHRS navigate to General Ledger > General Reports > Trial Balance and make your run control look like the following:

Trial Balance Report

Run Control ID: trial_bal Report Manager Process Monitor Run

Language: English Enter Business Unit, Ledger, Fiscal Year and Accounting Period

Report Request Parameters

Unit: 61010 *Ledger: ACTUALS Include Adjustment Periods

Fiscal Year: 2013 Period: 1 Adjustment Period

Currency Option: Base Currency: 1

☒ Display Full Numeric Field Refresh

Complete the ChartField Selection section as noted below

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Alternate Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	ChartField 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	ChartField 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Sub-Classification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	ChartField 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

FAQ Questions & **Answers** #12

- You may also run the following queries
 - MTGL_TRIALBALANCE_FUND_ACCRUAL
 - MTGL_TB_FUND_CHOOSE_LEDGER
 - MTGL_TB_FUND_CHOOSE_LEDGER_ACC
 - MTGL_TB_FUND_ACT_ENTWDE_COMBO
 - MTARC_TB_CHOOSE_LED_ACC

FAQ Questions & Answers #13





- How do I run the **Receipt Summary by Fund Report** in SABHRS to replicate the report I view in RDS/DocDirect?

In SABHRS navigate to General Ledger > General Reports > Receipt Summary by Fund and make your run control look like the following:

Receipt Summary by Fund

Run Control ID: rec_sum_fund [Report Manager](#) [Process Monitor](#)

Report Request Parameters

Fund Code:	<input type="text"/>		← Leave Fund Code blank to return data for all funds associated with your agency
Business Unit:	<input type="text" value="61010"/>		← Enter your agency Business Unit
*Fiscal Year:	<input type="text" value="2013"/>		← Enter the applicable Fiscal Year and Accounting Period
*Current Period:	<input type="text" value="1"/>		

FAQ **Questions** & Answers #14

- How do I run the **Open Item Listing Report** in SABHRS to replicate the report I view in RDS/DocDirect?

In SABHRS navigate to General Ledger > Open Items > Open Item Listing Report and make your run control look like the following:

Open Item Listing Report

Run Control ID: [Report Manager](#) [Process Monitor](#)

Language:

Report Request Parameters

Unit: **Enter your agency Business Unit**

Ledger: **Select the Applicable Ledger**

As of Date: **Enter the applicable As of Date**

Currency: ☐ Display Full Numeric Field

Complete the ChartField Selection section as noted below

Sequence	ChartField Name	Include CF	Descr	Value
<input type="text" value="1"/>	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
<input type="text" value="2"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	ChartField 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	ChartField 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	ChartField 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Sub-Classification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Alternate Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

FAQ **Questions** & Answers #15

- How do I run the **StateDate Reports** in SABHRS to replicate the reports I view in DocDirect?

In SABHRS navigate to Reporting Tools > Query > Query Viewer. When running the new report you have the option of returning data for all of the StaleDate statuses.

Step 1:

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with

[Advanced Search](#)

Click the Search button

Enter MTAP_STALEDATE

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
MTAP_STALEDATE_INFO	Staledate Info by Staledate/BU	Public	AP_PAYABLES	HTML	Excel	XML	Schedule	Favorite
MTAP_STALEDATE_WAW_INFO	Staledate WAW by Staledate	Public	AP_PAYABLES	HTML	Excel	XML	Schedule	Favorite

For the query you wish to run:

To run the query to a window click the HTML link
 To run the query to Excel click the Excel link
 To schedule the query click the Schedule link

Step 2:

MTAP_STALEDATE_INFO - Staledate Info by Staledate/BU

Staledate Date: Staledate Status Like: Business Unit Like: Enter input parameters[View Results](#)Click the View Results link

Business Unit	Vendor SetID	Vendor Id	Name1	Bank Account	Payment Reference	Paid Amount	Payment Date	Staledate Date	Staledate Status	Stale Action
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FAQ Questions & Answers #16

- How do I run the Open Items Listing (gls3000) in SABHRS to replicate the reports I view in DocDirect?

Navigate to General Ledger>Open Items>Open Item Listing Report

[Favorites](#) |
 [Main Menu](#) >
 [General Ledger](#) >
 [Open Items](#) >
 Open Item Listing Report

Open Item Listing Report

Run Control ID: add_hoc

[Report Manager](#)

[Process Monitor](#)

Run

Language: English

Report Request Parameters

Unit: 61010

Ledger: ACTUALS

As of Date: 05/20/2013

Currency: USD

☐ Display Full Numeric Field

Refresh

ChartField Selection

[Customize](#) |
 [Find](#) |
 First 1-16 of 16 Last

Sequence	ChartField Name	Include CF	Descr	Value
1	Account	<input type="checkbox"/>	<input type="checkbox"/>	
2	Fund Code	<input type="checkbox"/>	<input type="checkbox"/>	
3	Organization	<input type="checkbox"/>	<input type="checkbox"/>	

FAQ Questions & **Answers** #16

- You may also run one of the following Queries:
 - MTGL_OPEN_ITEM
 - MTGL_OPEN_ITEM_CHARTFIELDS
 - MTGL_OPEN_ITEM_SINGLE

FAQ **Questions** & Answers #17

- Is there a single document that lists all of the SABHRS Financials monthly reports that will not be distributed to RDS/DocDirect and the alternative methods for receiving data from these reports?

SABHRS Alternatives

Report ID	Report Name	Run Report in SABHRS	Query	Online Inquiry
MTGL0109	Receipt Summary by Fund	General Ledger>General Reports>Receipt Summary by Fund DATA MINE (General Ledger>SABHRS DATA Mine>SABHRS DATA Mine)		General Ledger>Review Financial Information>Ledger (By Business Unit only)
MTGL0106	Org and Project Detail Reports	General Ledger>General Reports>MT Org/Project Reports>MT Org Detail Report or MT Project Detail Report		
MTG0111	Org and Project Summary Reports	General Ledger>General Reports>MT Org/Project Reports>MT Org Summary Report or MT Project Summary Report		
GLS3000	Open Item Listing	General Ledger>Open Items>Open Item Listing Report	MTGL_OPEN_ITEM MTGL_OPEN_ITEM_CHARTFIELDS MTGL_OPEN_ITEM_SINGLE	General Ledger>Open Items>Review Status Online
GLS7012	Trial Balance Reports	General Ledger>General Reports>Trial Balance General Ledger>General Reports>Trial Balance – Fund DATA MINE (General Ledger>SABHRS DATA Mine>SABHRS DATA Mine)	MTGL_TRIALBALANCE_FUND_ACCRUAL (for ACTUALS and A_ACCRUAL ledgers only) MTGL_TB_FUND_CHOOSE_LEDGER MTGL_TB_FUND_CHOOSE_LEDGER_ACC MTGL_TB_ACT_ENTWDE_COMBO Archive - MTARC_TB_CHOOSE_LED_ACC	General Ledger>Review Financial Information>Ledger
MTAP0202	Stale Dale Reports		MTAP_STALEDATE_INFO MTAP_STALEDATE_WAW_INFO	

SABHRS Alternatives

Query Name	Replaces Document Direct/RDS Report	Fields Specific to the Query
MTINT_1099_LOAD_INFO	MTFI1201	Vendor Name, Withholding Amount, Withholding Code
MTINT_AP_LOAD_INFO*	MTFI0201 thru MTFI0207	Invoice Number, Invoice Date, Vendor Id, Voucher Line Number, Distribution Line Number
MTINT_AR_LOAD_INFO	MTFI0905	Customer ID, Item ID
MTINT_BI_LOAD_INFO	MTFI0906	Customer ID, Invoice ID, Invoice Date, Identifier
MTINT_CS_LOAD_INFO	MTFI0907	Customer ID
MTINT_DP_LOAD_INFO	MTFI0903	ID Number, Deposit ID, Bank Account Number
MTINT_GL_LOAD_INFO	GLS9002	Journal Date, Journal Line Number, Journal Description
MTINT_OF_LOAD_INFO	MTAR0105	Debt Code
MTINT_WA_LOAD_INFO	MTFI0301	Payment Reference ID

FAQ **Questions** & Answers #18

- Can DataMine be used to replace RDS reports?

FAQ Questions & **Answers** #18

- Data Mine can be used to get RDS information similar to the mtgl0106/0111 Reports.
- Use “%” for as much information as possible.
- DataMine won’t give you Journal numbers.



Favorites Main Menu > General Ledger > General Reports > MT Org/Project Reports > MT Org Detail Report

Process Scheduler Request

User ID: CM1247

Run Control ID: add_hoc

Server Name:

Run Date: 05/20/2013

Recurrence:

Run Time: 6:25:31PM

[Reset to Current Date/Time](#)Time Zone: 

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Org/Project Detail Report	MTG0106N	SQR Report	Window	PDF	Distribution
<input type="checkbox"/>	Org/Project sum PART-C	MTG106BN	SQR Report	Window	PDF	Distribution

OK

Cancel

HR RDS Reports

- There are some RDS reports that include HR Data.
- SABHRS HR is working on alternatives for those reports.
- SABHRS Financial will not be creating those alternatives.
- **Contact Randy Morris – 444-3894**